

# St. Petersburg College Funeral Services



These requirements are specific to the Funeral Services program and are a supplement to the [Student Handbook](#) and the [St. Petersburg College Catalog](#). These requirements are subject to change at any time without prior notice.

Funeral Services Program  
Health Education Center  
7200 66th Street North  
P.O. Box 13489  
St. Petersburg, FL 33733  
(727) 341-3781 727-444-6625 fax

The purpose of this handbook is to provide guidelines to assist you in reaching your educational goals both on campus and in clinical practice and to introduce you to your responsibilities as a student in the Funeral Services Program.

SPC is like other community college programs, in that academic courses are taught in a separate environment from the practical experiences. Such a division capitalizes on the strengths of both practical experiences in funeral home settings and academic experiences in college: the college faculty who have the credentials and experience in delivering didactic knowledge and who keep abreast of new subject matter and trends in teaching methods while the funeral homes provide preceptors who are licensed funeral directors/embalmers who are experts in practical application of embalming and funeral directing skills.

## **Funeral Services Faculty**

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**The Funeral Services Associate in Science degree at St. Petersburg College  
is accredited by the:**

[American Board of Funeral Service Education \(ABFSE\)](#)

992 Mantua Pike, Suite 108  
Woodbury Heights, NJ 08097  
Office: (816) 233-3747  
FAX: (856) 579-7354

National Board Examination pass rates, graduation rates and employment rates for this and other ABFSE accredited programs are available at [www.abfse.org](http://www.abfse.org) in the Directory of Accredited Programs. To request a printed copy of this program's rates, go to Health Education Center room 154 or by email at [davis.kevin@spcollege.edu](mailto:davis.kevin@spcollege.edu) or by phone 727 341 3781.

## **Funeral Services Student Learning Outcomes**

*Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.*

*Identify standards of ethical conduct in funeral service practice.*

*Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.*

*Apply principles of public health and safety in the handling and preparation of human remains.*

*Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.*

*Demonstrate skills required for conducting arrangement conferences, visitations services, and ceremonies.*

*Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.*

*Describe methods to address the grief-related needs of the bereaved*

*Explain management skills associated with operating a funeral establishment.*

*Demonstrate verbal and written communication skills and research skills needed for funeral service practice.*

## **Grading Policy:**

The Funeral Services Program has the following grade scale:

92 - 100 = A

84 - 91 = B

75 - 83 = C

70 - 74 = D

Below 70 = F

**Students must score at least a 70% on the final comprehensive examination to successfully pass any FSE class and earn a passing grade base upon points earned for the class. This means you need to earn at least 75% of the total points available in the class plus score higher than a 70% on the final exam.**

## **Testing Requirements:**

Quizzes/exams in the Funeral Services Program are proctored. Proctoring will be conducted using an online proctoring service called Honorlock (HL) which may have an associated cost. You DO NOT need to create an account or schedule an appointment. Your quizzes will be accessible on the dates your instructor has set to take them. To take an HL quiz, you will need the following: A computer, a working webcam/microphone, your ID, and a stable internet connection. Check out [Honorlock's Support for Test-Takers](#) to learn more or for technical assistance.

## **Special Progress Requirements:**

To enroll in any FSE course with a prerequisite, a grade of "C" or better must have been earned in the prerequisite(s) to said course.

Students must register and be successful in at least six semester hours per semester excluding summer session and the student's last semester in the program.

More than two consecutive semesters of non-enrollment of FSE classes, the student will be dropped from the program and must go through the re-admission process.

**Students who fail, withdraw, or are un-successful in more than two FSE classes will be dropped from the program. The student will not be eligible for re-admission into the program.**

Students in the Associated of Science program with more than two grades of "D", "F" or "W" in FSE classes will be removed from the program with no readmittance into the program.

## **Special Graduation Requirements:**

A grade of “C” or better is required for all required courses.

### **Change of Address Responsibility:**

It is the responsibility of students enrolled in the Funeral Services Program to inform the Admissions Office and the Funeral Services Program of any change of address or phone number within one week. The information should be given to the Program Director in writing.

### **Communication between Students and Faculty:**

Instructors will post their schedule on their office doors. Telephone numbers will be printed on course syllabus. Students are to email instructors within the course if they have any questions about that course. Remember, faculty instruct in several courses, so keep your question(s) to that specific class.

Students are responsible for checking announcements for current notices in blended and internet courses on a daily basis.

Students are responsible for scheduling a student conference with the Program Director at least once each academic year to discuss graduation progress.

### **ATTENDANCE REQUIREMENTS:**

Regular attendance is expected of all students. Absence from class may necessitate remedial work to ensure that the course objectives have been met. A student may be dropped for three excessive absences according to Funeral Services Attendance Policy. Lateness is disruptive to the learning of the one who is late as well as to peers. Students should make every effort possible to be on time.

Students who do not meet the required attendance requirements of the Funeral Services program prior to the 60% deadline will be given a choice of either voluntarily withdrawing or receiving a grade of WF in the course. Students who do not meet the attendance requirements after the 60% deadline will be given an F in the course. At any point in the course, when the attendance requirements have not been met the student can no longer attend the respective course and any co-requisites to the course.

### **Re-evaluation Steps:**

- Students who miss more than two consecutive sessions must be re-evaluated.
- Schedule a meeting with the program director
- Arrange to schedule re-evaluation examinations of prior FSE classes.
- Students must pass with 75% or better or audit the class with a passing grade.

Students transferring FSE classes from another ABFSE accredited school must be take the final in the class they want to bring into the program.

Funeral Certificate to Degree seeking students must go through the re-admission process to enter into the AS degree option. Funeral Arts Certificate students who had more than three grades of “D”, “F” or “W” cannot apply to the associate in science in Funeral Services.

### **Student Appeals - Chain of Command:**

Normal communication regarding course or program policy should be first directed to the instructor assigned to the course or preceptor involved. In the event that the student is unable to satisfy his/her inquiry or request at that level, the matter should be referred to the Program Director. In the event the matter cannot be resolved at that level, it should be directed to the Dean. See the College Student Handbook for information on Student Grievances and Academic Appeals.

### **Licensure Requirements:**

[National Board Examination](#) (NBE): Once the student has completed all the requirements for FSE 2946 Professional Practicum, the program director will notify the conference to allow student to set their dates for the exams. Once the student has notified the Program Director with their last six digits of their social security number.

#### Science subject areas

- Embalming (62)
- Other Preparation of the Deceased (28)
- Restorative Art (34)
- Funeral Service Sciences (26)

#### Arts subject areas

- Funeral Service Marketing/Merchandising (21)
- Funeral Service Counseling (19)
- Legal and Regulatory Compliance (35)
- Funeral Directing (51)
- Cemetery and Crematory Operations (20)

Florida and The Conference requires the student to successfully pass the Arts and Science sections with a score of 75% or higher on each part of the exam. Upon completing the Funeral Services program, the student may seek employment as an intern with a registered training agency (Funeral Home) for one year. During the internship, the graduate may take the Florida Rules and Regulation Exam to become fully licensed. Licensing rules and requirements may vary from state to state. It is the responsibility of the student to contact the state in which licensure is desired.

[\*Home of the Board of Funeral, Cemetery, and Consumer Services\*](#)

Florida State requires fingerprinting and a background check upon application for licensure. Additionally, many funeral homes require a background check as well as drug testing prior to employment. Individuals who possess a criminal record or history of bad character may be denied licensure in this and any other state solely based on their criminal background/character even though they successfully completed this program.

### **Personal Protective Equipment:**

Students will be required to comply with OSHA Standards regulating biological and chemical exposure control.

The wearing of protective apparel is required of all FS students during clinical and practicum courses. The clothing worn at clinical sites will comply with the individual funeral home dress code and infection control policies.

As regulations change, there may be a need for modification of protective apparel requirements.

### **Hepatitis B Vaccine:**

Students are required to make individual arrangements for receiving the Hepatitis B Vaccine prior to matriculation in Embalming Clinical courses. Students must provide a record of vaccination and/or proof of positive antibody status. Prior to the first embalming clinical class, documentation of at least the first injection of the series must be submitted to the Program Director. Students refusing the vaccine must provide a physician's note substantiating a medical contraindication or after consultation with a physician, an informed consent refusing the vaccine and assuming the liability.

### **Insurance:**

Liability and Accident insurance is required for Embalming Clinical I. A special fee is charged for this coverage. Both fees are assessed in your tuition costs and are good for the entire sequence of FSE 2101L, FSE 2141L and FSE 2946.

Accidental Medical insurance is also covered in that special fee.

### **Arrested while in the program:**

If a student encounters legal difficulties of any nature during the time he/she is in the program, they must bring it to the attention of the program director immediately. Failure to do so may result in program dismissal or a student's completing the program, only to find they are ineligible for state licensure.

Be aware that an arrest or conviction for any offense other than a minor traffic violation can affect a student's ability to be placed in a clinical site, sit for Licensure Exam (NBE) and/or State Laws and Rules Exam. The Division of Funeral Cemetery and Consumers Services

requires any licensure applicant who has ever been convicted or found guilty of a felony, regardless of adjudication, to explain the circumstances. The Board will determine an applicant's eligibility for licensure when there is an arrest/conviction record.

### **Clinical Preparation:**

Due to the exposure to hazardous chemicals, pregnant students must inform the instructor and Program Director of their condition. The student must submit a letter from her health provider (physician, nurse practitioner) indicating recommendations for participation as a student in the program during the pregnancy and any limitation(s) that may be present due to pregnancy. A list of hazardous chemicals which the student may be exposed to during clinicals is available from the Program Director.

Students and faculty must complete an incident report within 24 hours for any of the following:

- Physical injury
- Accidents
- Theft and/or suspected thefts
- Damage to student property

### **Incident Report Instructions:**

- The report shall be completed immediately with as much detailed information as possible and submitted to the designated department within 24 hours of the occurrence.
- The supervisor in whose area of responsibility the incident took place must sign the report and be responsible for the completion and distribution of it.
- The report form should have attached to it any document or support information available that will add to the total picture of the incident.
- The reports are not to be given to anyone other than the appropriate college administrative staff.
- No statements or information concerning any accident/incident should be given to an outside person without prior discussion with the program director.

### **CRIME AT YOUR FUNERAL HOME SITE:**

Although it is unlikely, it is possible that you may become the victim of a crime while attending your practicum. Rest assured that your clinical site works diligently to ensure your safety and prevent this from happening. However, if an incident does occur, be sure to notify the proper authorities at your clinical site and your college faculty member. You may reference the following web sites in order to review current local and state crime information:

**SPC** <http://www.spcollege.edu/safety/>

**State:** <http://www.fdle.state.fl.us/fsac/ucr/>

### **First Aid:**



Any student injured in the laboratory must notify the instructor and file an Incident Report within 24 hours. Payment for any necessitated medical treatment is the responsibility of the student. There is a first aid kit available in HEC room number 160 for self-administered treatment.

### **Academic Environment:**

The HEC Provost, FS Administration, and Faculty request that you comply with the following regulations to promote an environment that is pleasant and conducive to learning for all students.

- No food or drink in the Funeral Services Area
- No eating or drinking in the classrooms.
- No open containers to be taken out of the cafeteria.
- No children on campus as described in the SPC College Handbook.
- No pets are allowed on campus. Cell phones will be turned off during lab class.

### **Reverence for the dead:**

*Reverence for the dead is the basic ethical axiom of the funeral service profession. Preparation of the dead is humankind's means of ethically fulfilling our ingrained ancient emotive instinct to care for the dead. As future funeral service practitioners, we are charged with maintenance of this moral and ethical responsibility, and it is important the students and practitioners actively embrace this concept.*

Clinical and Practicum courses give the student an opportunity to gain valuable experiences in the funeral home setting. Interaction between licensed funeral directors and embalmers allows the student to gain a better understanding of the theories and procedures discussed in class. Although many of the same rules and policies apply to both the classroom and the funeral home, the clinical environment and the nature of the learning process are quite different. In the funeral home and preparation room (HEC 160), the family's privacy and funeral home policies are always top priority. It is the students' responsibility to secure a clinical site for FSE 2946 Practicum.

Students are invited guests to the funeral home and must abide by the rules and regulations of the facility. The Preceptor should inform students of the funeral home's policies on the first day of practicum. The importance of learning and maintaining high standards of professional conduct cannot be overemphasized and is a primary goal of the program. The college reserves the right to suspend or dismiss from the Funeral Services Program any student who does not demonstrate the knowledge, behavior, ethics, or skills deemed necessary in the practice of the profession.

Each funeral home will have a preceptor in charge of students. Students never acting on their own judgment. They must always seek approval from a supervisor/preceptor. A college faculty member is assigned to each funeral home. The primary responsibilities of the faculty members are to monitor student progress toward meeting the course objectives and to coordinate clinical experience.

The students in a clinical setting will accept no monetary payments, and they will not be considered an employee. Students may not take responsibility or the place of employees.

**The use of the internet in general, and social media sites such as but not limited to Facebook, MySpace, Twitter, etc. by Funeral Services students as a venue and/or platform for discussing any aspect of the care and/or treatment of deceased human beings, during any FSE class or clinical in which the topic of discussion is sensitive and confidential in nature is strictly prohibited. Photographs are strictly prohibited.**

### **Transportation:**

It is the responsibility of the students to provide transportation to practicum, clinicals, and field trip experiences. Students should take precautions when traveling to clinical and practicum funeral home sites due to weather and traffic conditions.

### **Insurance/Injuries/Incidents in the Funeral Home:**

Any error or accident occurring must be reported immediately to the preceptor and to the Program Director. An Incident Report will then be completed following the policy of that funeral home. An error in judgment or practice on the part of the student may constitute grounds for dismissal from the program.

Neither the college nor its clinical affiliates provide free health care for students. Personal telephone calls are not to be made or received while in the funeral home. Emergency calls of a personal nature are to be directed to the Preceptor or instructor who will then contact the student. No beepers or cellular phones will be allowed on during class times.

### **Dress Policy for Clinical Experience:**

Students must abide in wearing personal protective apparel in the preparation room. The student should be prepared to supply disposable apparel, if necessary. Students must strictly abide by the dress code policies of the funeral home assigned and classroom. All students should dress neatly and in keeping with the dignity of the profession. All clothing should be clean and pressed. Inappropriate dress will result in the student being sent home to change clothing. In addition, or as a supplement to facility dress codes, the following guidelines apply:

- All dress should be professional and conservative in nature.
- Shoes should be kept clean, polished, and in good condition.
- Acceptable hygiene and grooming habits are to be demonstrated. Facial hair may be permissible if funeral home assigned OK's it, if so facial hair will be trimmed to be able to fit a respirator. Nails should be trimmed, to not puncture gloves.
- For safety reasons, it is highly recommended that no jewelry be worn in the preparation room. Jewelry should be limited to wedding bands, watches, and one pair of conservative style earrings for women only. No tongue studs or piercings other than in

the ear lobe will be allowed.

- Tattoos, piercings, and earrings will be covered and not visible if mandated by funeral home.
- No shorts, open toe shoes or tank tops are allowed during embalming clinicals.
- Leave your cellphones in your car.

### **Attendance on Campus**

Although the Funeral Services Program is a distance program offered online, there are instances when students will need to come to campus, such as in the following situations:

- To review completed exams (due to test security).
- The first day of any clinical, such as Embalming or Restorative Art Lab.
- To complete weekly Embalming Clinicals and Restorative Art Lab when the student fails to qualify for the distance option.
- Testing in certain situations where special accommodation is necessary.
- Funeral Service Orientation

### **Distance Embalming and Practicum requirements:**

Application for off campus clinical site

Beginning Spring 2020, the Funeral Service Program's accrediting agency, the American Board of Funeral Service Education (ABFSE), is permitting video certification of funeral homes where instruction will be accomplished. This certification must occur PRIOR to any embalming and requires the student to provide a video and narrative of the funeral home, including the preparation room. **THE VIDEO MAY NOT CONTAIN ANY BODIES.**

The student must narrate the video inspection and include the items below in their exact order during the video:

1. Outside of the funeral home and sign
2. Front entrance to funeral home
3. Include the funeral home licensees.
4. Walk through the funeral home and explain each room.
5. Include the FTC paperwork
6. Preparation room (no bodies)
7. OSHA Manual and HCHO testing results.
8. Drench and eye wash stations and demo that they are working.
9. Instruments and chemicals

In addition to the video inspection of the funeral establishment, the following items must be received by the Funeral Services Program prior to embalming:

10. Completed Student Contact Information form.
11. Completed Funeral Home Agreement form.
12. Completed Preceptor Application
13. Photocopy from your preceptor of their Funeral Director/Embalmer License

14. Photocopy of your Embalmer Apprentice License or Permission to Embalm from the Funeral Service Licensing Agency in your state
15. Completed Distance Embalming Lab Requirement form
16. Completed Funeral Home Evaluation form
17. The Funeral Home video inspection (see above)

### **License out of the State of Florida**

Professional Licensure Disclosures in Federal Regulations take effect July 1, 2020

668.43(a)(5)(v) Institutions are required to make public whether a program will fulfill educational requirements for a specific professional licensure or certification. Institutions are required to make public whether a program will fulfill educational requirements for a specific professional licensure or certification. These requirements apply to all programs offered via all modalities (distance education and not). Institutions will be required to disclose, for each state, whether the program meets such requirements, or whether the institution had not made such a determination. 668.43(c) License Requirement Direct Disclosures The regulations require direct disclosure to individual students in circumstances where an offered program has been determined not to meet or where the institution has not made a determination as to whether the program meets the education requirements for licensure in a state where a prospective student was located, as well as to students currently enrolled in a program that ceased to meet such requirements. For students currently enrolled, institutions would have 14 calendar days to directly disclose that they had made a determination that a program did not meet state licensure or certification requirements for the state in which the student is located. For prospective students, the disclosure must be made prior to the student's enrollment in the program. The disclosures must be made directly to the student in writing, which may include through email or other electronic communication. 668.50 Professional Licensure Disclosures that previously only applied to distance education students are now replaced with a requirement that applies to all programs that lead to licensure or certification (or should lead to licensure or certification), regardless of the delivery modality of those programs. NC-SARA expectations. For institutions participating in NC-SARA the policy includes: direct written disclosure to the student that the institution has not made a determination of the professional licensure applicability of the program. In such cases, the institution must include the contact information for the licensing board in the state where the student is located. Potential resources:

<https://theconferenceonline.org/resources/state-licensing-requirements/>  
<https://www.nfda.org/careers/licensing-requirements>  
<http://www.abfse.org/html/resources.htm>

Please contact the Program Director if you have any questions.

**FSE 2946 Professional Practicum:**

It is the student's responsibility to secure a practicum site. The Program will help the student select a funeral home, but it is ultimately the student's responsibility to secure their practicum site.

Note:

Students need to be aware of their own safety when traveling to and from clinical settings and entering and leaving funeral homes at different times of the day. Students should ask funeral home employer to observe or escort them to and from their car if the student perceives an unsafe area.

**Outside Employment:**

The faculty realizes that it is necessary for some students to work part-time while attending school. This should not be done at the expense of the Funeral Services Program. It is the student's responsibility to fulfill all school obligations. The student should not work excessive hours to the point that fatigue interferes with performance of their academic career. Unprofessional conduct of any kind will subject a student to disciplinary measures, which may include dismissal. All students are expected to act in a responsible manner at all times while on college or at a funeral home. Self-discipline and sensitivity to the rights and interests of others are the principal elements of our disciplinary policy.

It is of the utmost importance that all students maintain proper confidentiality with regard to funeral home and family information. Commentary outside of the funeral home or preparation room, regarding either family information or funeral home matters, shall be grounds for disciplinary action.

**Student Code of Conduct:**

Unacceptable conduct includes, among other things, repeated or deliberate disregard for rules and regulations; disrespect toward instructors, preceptors, co-workers, families, job, cheating, or failure to maintain acceptable performance in all courses or otherwise comply with the policies, rules, and procedures of the college or funeral home.

Each student is expected to earn his/her degree on the basis of personal effort. Therefore, any form of academic dishonesty will not be accepted. Student may be dismissed from the program for academic dishonesty.

**New Initiative Program (NIP) Referral:**

Any student who is having trouble in any of the following areas will be referred to [NIP](#)

- Needs tutoring
- Is not participating in course assignments or quizzes
- Is not passing exams
- Is having difficulty in relating to others

These free services are provided to help the student succeed in the program.

### **Student Governance:**

The Funeral Services program encourages students to participate in providing feedback to the College and the program through the [Student Government Association \(SGA\)](#) at the Health Education Center. SGA members voice the interests, concerns and needs of students in campus and college decisions to college administration and programs. In addition, the Program encourages you to volunteer to be a member of the Funeral Services Advisory Committee. Please participate in all College surveys such as Student Survey of Instruction.

### **Essential Functions:**

The following are essential functions of St. Petersburg College's Funeral Services Program. Students who graduate from this program will, with or without accommodations, meet these minimum requirements.

1. Cognitive and critical thinking abilities are sufficient to make clinical judgments and meet laboratory objectives and requirements.
  - A. Can comprehend new knowledge and apply it in any of funeral service practice.
  - B. Can analyze situations and identify cause-effect relationships.
  - C. Can organize, problems solve and make decisions.
2. Interpersonal abilities are sufficient to interact purposefully and effectively with others.
  - A. Can establish rapport with individuals.
  - B. Can interchange ideas in a group.
  - C. Can convey sensitivity, respect, tact, and a mentally healthy attitude in inter-personal relationships.
3. Communication abilities are sufficient to convey thoughts in verbal and written form so that they are understood by others.
  - A. Have sufficient English language abilities to understand printed and verbal instructions.
  - B. Have sufficient English language abilities to be understood in verbal and written communication.
4. Physical mobility is sufficient to fulfill classroom, clinical and program objectives safely and effectively. Physical disabilities do not pose a threat to the safety of the student, faculty, or other students.
  - A. Can maintain balance in any position, move from room to room, and maneuver in small spaces.

- B. Can flex and/or abduct and adduct all joints freely.
5. Strength (gross motor skills) and endurance are sufficient to safely fulfill clinical laboratory objectives and requirements.
    - A. Can work for six or more hours in a laboratory or funeral home.
    - B. Can position, lift and transfer dead human remains without injury to self or others.
    - C. Can push, pull or lift with assistance from one other person heavy objects such as caskets containing dead human remains.
  6. Fine motor skills and hand/eye coordination are sufficient to safely fulfill laboratory objectives and requirements.
    - A. Can manipulate small instruments and sharps used in the embalming process.
    - B. Can manipulate objects without dangerous motions, tremors or jerking.
    - C. Can write the English language legibly using correct grammar and syntax.
  7. Auditory ability is sufficient to fulfill laboratory objectives and requirements.
    - A. Can hear and quickly respond to verbal instructions.
    - B. Can hear and write down verbal instructions.
  8. Visual ability is sufficient to fulfill laboratory objectives and requirements.
    - A. Can discern the full spectrum of colors and distinguish color changes.
    - B. Can accurately read numbers and letters in fine print.
    - C. Can read for long periods of time.
    - D. Can read cursive writing.
    - E. Can detect changes in physical surroundings.
  9. Tactile ability and sense of smell are sufficient to assess the status of the embalming situation.
    - A. Can discern physical characteristics such as texture, temperature, shape, size location and others by touch.
    - B. Can smell environmental odors.

If a student cannot demonstrate the abilities identified above, it is the responsibility of the student to request an appropriate accommodation with [AccessibilitiesResources](#) . Determination of a reasonable accommodation will be made on an individual basis, and the accommodation cannot fundamentally alter the nature of the program offered, impose an undue hardship, or jeopardize safety.





## How to get a license in the State of Florida.

<https://www.myfloridacfo.com/division/funeralcemetery/licensing#forms>

Internship and Exam:

Complete a one-year internship at an approved training facility. Link for application

[https://www.myfloridacfo.com/docs-sf/funeral-cemetary-and-consumer-services-libraries/fc-documents/funeral-director-embalmer-and-disposer-licenses/dfs-nl-1732.pdf?sfvrsn=43cd50bc\\_4](https://www.myfloridacfo.com/docs-sf/funeral-cemetary-and-consumer-services-libraries/fc-documents/funeral-director-embalmer-and-disposer-licenses/dfs-nl-1732.pdf?sfvrsn=43cd50bc_4)

### **497.377 Combination funeral director and embalmer internships.—**

(1) The internship requirements for a combination license as both funeral director and embalmer may be served concurrently pursuant to rules adopted by the licensing authority.

(2)(a) An applicant who has not completed the educational credentials required for a combination license as both funeral director and embalmer is eligible for licensure as a combination funeral director and embalmer intern if the applicant:

1. Is currently enrolled in and attending a college accredited by the American Board of Funeral Service Education (ABFSE) in a course of study in mortuary science accredited by ABFSE.

2. Has completed at least **75 percent of the course of study in mortuary science** as certified by the college in which the applicant is currently enrolled. (54 credits out of the 72 for the AS in Funeral Services needed to meet the 75%)

3. Has taken and received a passing grade in a college credit course in mortuary law or funeral service law and has taken and received a passing grade in a college credit course in ethics.

(b) An application for a combination funeral director and embalmer intern license must include the name and address of the funeral director licensed under s. [497.373](#) or s. [497.374](#)(1) and the embalmer licensed under s. [497.368](#) or s. [497.369](#) under whose supervision the intern will receive training and the name of the licensed funeral establishment at which the training will be conducted.

(c) A combination funeral director and embalmer intern may perform only the tasks, functions, and duties relating to funeral directing and embalming which are performed under the direct supervision of a licensed funeral director who has an active, valid license under s. [497.373](#) or s. [497.374](#)(1) and an embalmer who has an active, valid license under s. [497.368](#) or s. [497.369](#). However, a combination funeral director and embalmer intern may perform such tasks, functions, and duties under the general supervision of a licensed funeral director and embalmer upon graduation from a college accredited by ABFSE with a degree as specified in s. [497.373](#)(1)(d) and upon passage of the examination required under s. [497.373](#)(2)(b) if the funeral director in charge of the internship training establishment, after 6 months of direct supervision, certifies to the licensing authority that the intern is competent to complete the internship under general supervision.

(d)1. A combination funeral director and embalmer intern license expires 1 year after issuance and, except as provided in subparagraph 2., may not be renewed; however, upon expiration of a combination funeral director and embalmer intern license, any intern that has completed the educational credentials required for a combination license as both funeral director and embalmer and has applied for licensure may continue to perform the tasks, functions, and duties related to funeral directing and embalming in the manner provided in paragraph (c) until a license is issued or denied, or for a period of 90 days, whichever occurs sooner.

2. The licensing authority may adopt rules that allow a combination funeral director and embalmer intern to renew her or his combination funeral director and embalmer intern license for an additional 1 year if the combination funeral director and embalmer intern demonstrates her or his failure to complete the internship before expiration of the license due to illness, personal injury, or other substantial hardship beyond her or his reasonable control or demonstrates that she or he has completed the requirements for licensure as a combination funeral director and embalmer but is awaiting the results of a licensure examination.

Summary of Requirements for concurrent Funeral Director and Embalmer License:

1. Complete application

[https://www.myfloridacfo.com/docs-sf/funeral-cemetery-and-consumer-services-libraries/fc-documents/funeral-director-embalmer-and-disposer-licenses/dfs-n1-1724.pdf?sfvrsn=a6e1eab5\\_4](https://www.myfloridacfo.com/docs-sf/funeral-cemetery-and-consumer-services-libraries/fc-documents/funeral-director-embalmer-and-disposer-licenses/dfs-n1-1724.pdf?sfvrsn=a6e1eab5_4)

2. Complete Internship at an approved training agency. (Confirm with your potential employer or with the state)

3. Submit National Board Scores (75% or higher)

4. Submit official transcript showing an AA or AS degree, or higher, in funeral services OR AA or

BA degree in other fields with the one year mortuary science course. (Official transcript means sealed and sent directly from your school)

5. Complete or show proof of a two-hour communicable disease course.

or if you have taken HSC 1524 Infectious Diseases with last two years.

7. Prepare for, take, and pass the Florida Laws and Rules Exam.

The state Law and Rules examination shall cover the following laws:

(a) Chapters 382, 406, 497 and 872, F.S., and,

(b) 10 U.S.C. §§1481-1488, 16 U.S.C. §17 E, 18 U.S.C. §710, 38 U.S.C. §2303, 42 U.S.C. §248, 42 U.S.C. §238C; and the following rule chapters:

(c) Divisions 11G, Chapter 64V-1 and 69K, F.A.C.

(3) The examination shall cover the following topics in the percentage ranges that follow:

Practice Laws 40-50%, Preneed Contracts 16-20%, Medical Examiner 4-6%, Vital Statistics 10-16%, Disposition 10-16%, Federal Laws 4-6% and Offenses 8-16%.